

## ATTACHMENT A

### Operational Procedures for St. Lucie County Board of County Commissioners (BOCC) Non-quasi-judicial Advisory Boards and Committees August 2009

The following procedures are applicable to all BOCC advisory committees/boards. When these operational procedures conflict with the resolution or other instrument creating an advisory committee/board or with any committee bylaws or procedures, these procedures will be followed unless the County Administrator approves an exception. However, these procedures will not supersede a County ordinance or other legal or grant requirements. Although these operational procedures do not apply to the Planning & Zoning Board and quasi-judicial committees/boards, they should serve as guidelines for the general operation of these boards.

#### I. General Procedures

1. All advisory boards/committees will be assigned a category by the BOCC:
  - a. Standing board/committee – meets at regularly scheduled meetings (monthly, bi-monthly, quarterly, etc.) to accomplish ongoing responsibilities; or
  - b. Ad hoc board/committee – meets only when required to prepare and/or vote on a formal recommendation to the BOCC; or
  - c. Special Task board/committee – established to accomplish a specific task(s) by a particular date, after which the board/committee will sunset. The timeline for accomplishment of task(s) may be extended by the BOCC.

Attachment B indicates the assigned category for current advisory boards/committees.

2. Per Attachment B, all advisory boards and committees shall be subject to a review at least every five years. The review shall be conducted by the County Administrator or designee, in cooperation with the advisory board chair, and will include, but is not limited to, the following information:
  - a. Date committee/board was established;
  - b. Review of statutory or other legal requirements for committee/board, if any;
  - c. Number of scheduled meetings per year and number of meetings conducted. For meetings that were cancelled, the reason(s) will be provided, i.e., lack of a quorum, no business, etc.;
  - d. Purpose, goals and/or duties as stated in the resolution or instrument creating the committee/board. Any additional duties assigned by the BOCC will also be identified;
  - e. Specific accomplishments of the committee/board related to goals, purpose and/or duties.
3. Following the review, the County Administrator will present recommendation(s) for BOCC consideration which may include, but are not limited to, revisions to committee/board membership, mission or goals, assigned category or sunset of committee/board.
4. Prior to establishing a new advisory board or committee, the BOCC will consider the potential for an existing board/committee to assume responsibilities or tasks.

## ATTACHMENT A

5. Advisory boards/committees provide recommendations to the BOCC and are prohibited from submitting comments, opinions and recommendations to others, except as private citizens. The recommendations of a board/committee shall not be presented in any form as the position or recommendation of the BOCC, its members or County Administration. Advisory boards/committees and/or individual members shall not direct, manage or oversee County staff.
6. Members of BOCC advisory boards/committees shall comply with Florida's Government-in-the-Sunshine laws.

### II. Meetings of Committees

1. Meetings of Standing boards/committees should be limited to no more than one per month. Ad hoc boards/committees meet only when required to prepare and/or vote on a formal recommendation to the BOCC. Special Task boards/committees may meet as required based on the needs created by their current special task(s). Special meetings of all boards/committees should only be called for time-sensitive, substantive issues. .
2. Meetings of all advisory boards/committees should be scheduled with a minimum of two weeks' notice to the members.
3. All boards/committees should meet only when a quorum is expected to be present. Meetings should be limited to a maximum of 2 hours and a reasonable effort should be made to establish agendas which will not exceed this time limit.
4. The staff liaison will ensure that meeting notices and agendas are properly posted in a public location (typically the media bulletin board in Media Relations office) no less than 48 hours in advance of the meeting (unless additional notice is required by ordinance, statute, etc.) Meeting notices and agendas, as well as cancellations and location changes, must also be provided to Administration for posting on the County website and Administration Building monitors. Notice of meeting cancellations and/or location changes should be provided to members as soon as known and receipt of notice confirmed by the Department Director or designee.
5. Member attendance via phone or videoconference may not be counted toward establishment of a quorum. However, once a quorum is established, members attending via phone or videoconference may fully participate in meetings, including voting on advisory board/committee agenda items.
6. Meetings should be conducted during normal operating hours of the building in which they are held. After-hours meetings in the Administration Building may only be held in accordance with approved policy.
7. Agendas will be jointly established by the Chair and the staff liaison, who shall be the Department Director or designee. The agenda and related materials should be provided to members at least 5 days in advance of a meeting, preferably electronically.
8. Committee/board members should review agenda items prior to meetings. To maximize use of committee/board meeting time, non-substantive comments and questions should be submitted to or discussed with the staff liaison prior to the scheduled meeting time.

## ATTACHMENT A

9. The staff liaison will ensure that attendance is taken and summary minutes provided for committee/board approval at the next scheduled meeting. Copies of approved minutes must be provided to the County Administrator's office and kept on file in the department. Recording of advisory board/committee meetings is not required and verbatim minutes will not be taken or transcribed from any recordings.

### III. Membership

10. Department Directors or designees should provide an orientation for all new Committee members within 60 days of appointment or as soon as practical. Such orientation shall be documented and include a copy of these procedures, the instrument establishing the advisory board/committee and information provided by the County Attorney on the applicable requirements of Florida's Government-in-the-Sunshine laws.
11. A member who is absent for three successive meetings, or more than three times in six months, is considered to have resigned, unless an excused absence is requested by the member and approved by the board/committee chair.
12. When a vacancy occurs, the staff liaison must notify the County Administrator's office as soon as possible to initiate the appointment process. When the member represented an organization which is specified as a member of the committee, the staff liaison should contact the organization to request a new appointee.
13. Citizens may serve on a maximum of two BOCC advisory committees or boards at a time, unless prohibited by law. At-large appointees, including those representing an organization, shall serve no more than two full terms (or no more than eight years if terms are not specified) unless waived by the BOCC. Appointees of Constitutional Officers and individual Commissioners serve at the will of the Constitutional Officer or the Commissioner.
14. Standing and Ad hoc advisory boards/committees will elect a chair at the first meeting of each calendar year. Special Task boards/committees will elect a chair at the first meeting. No member shall serve more than two consecutive years as chair unless waived by the BOCC.